



MONTEREY COUNTY SHERIFF'S OFFICE

CORRECTIONS SPECIALIST

\$3,036 - \$4,147 per month

FINAL FILING DATE: Open Until Filled

Exam 10/80107/01LA

PRIORITY SCREENING DATE: March 1, 2010. Applications received after March 1st, will be screened on a monthly basis.

THE POSITION

Sheriff's Office is recruiting for Corrections Specialist to establish an eligible list to fill current and future vacancies as they arise. This non-safety position assigned to the Sheriff's Custody Operations Bureau works within a 24-hour, 7-day weekly schedule. Incumbents perform complex clerical tasks involved in initiating and completing the booking, receiving and releasing of inmates; and accounting tasks involved in maintaining accurate account of inmate funds. Candidates will be considered at both the Corrections Specialist and Corrections Specialist-Trainee (\$2,732 - \$3,732/Mo.) levels. Candidates appointed to the Corrections Specialist-Trainee level will be promoted to the Corrections Specialist level subject to meeting the employment standards for the higher job class and receiving a recommendation for promotion by the appointing authority.

SIGNIFICANT DUTIES

Reads, interprets and processes a variety of jail and court documents; questions persons who have been arrested to obtain and record personal, medical and mental health information; updates and responds to inquiries regarding the status of inmates; Maintains computerized and manual inmate files and records; Completes data entry from a variety of arrest and court documents utilizing Criminal Justice Information System (CJIS) and other computer systems; Responds to inmate, official and public inquiries by telephone and in person; prepares short reports for the courts or supervisors; Processes inmate releases, to include cash and property in accordance with Custody Operations Bureau; Accounts for inmates' cash and property, from arrest through release.

MINIMUM QUALIFICATIONS

Working Knowledge of: Basic record keeping and cash accounting methods and processes.

Skill and Ability to: Use a variety of office equipment such as computer terminals, telephones, intercom system, typewriters, ten-key calculators, cash registers, telecopiers or printers; Enter data in the computer at 450 keystrokes to complete a variety of jail and court forms and accurately input and retrieve information into and from a computer system; perform basic arithmetical calculations to compute release time for inmates; Elicit information from arrestees and inmates, often in hostile situations, to obtain and record information required for record keeping purposes; Write clearly; react calmly, make rational decisions and function with multiple, critical and changing priorities while working amid noise and interruption in a fast-paced jail environment; Respond tactfully, discreetly and effectively to arrestees, inmates, the public, co-workers and others contacted through the course of work; understand and follow written and oral instructions of a technical nature; establish and maintain effective working relationships with those encountered in the course of work.

CONDITIONS OF EMPLOYMENT

Work effectively and remain calm and organized while performing duties in a noisy, enclosed jail environment that requires interacting with potentially hostile and sarcastic individuals, exposure to health risks and smells associated with a jail environment, as well as exposure to anti-social inmate behavior. Walk to and from work stations, break room and restrooms using walkways in sections of the Custody Operations Bureau that are also used by unescorted and escorted inmates. Handle, count and wash wet and soiled currency; handle, inventory and store wet and soiled property retrieved from persons being booked. Successfully pass a complete background investigation, which will include a voice stress analysis; work flexible hours, shifts, weekends and holidays and be subject to hold-over and call-back duty. Wear a uniform after successfully completing a 9-month probationary period.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to speak loudly, clearly and effectively; listen carefully to communicate face-to-face and on the phone to provide and gather information while working in a noisy, enclosed room that has multiple distractions; stand or sit for long periods of time to process arrestees and inmates; stoop, reach or bend for short periods of time to retrieve a variety of materials such as files and property sacks; see well enough to verify the identity of individuals entering and leaving the facility; lift and carry inmate property sacks sometimes weighing twenty-five pounds or more to and from storage; manual and finger dexterity needed to operate writing utensils, a 10-key calculator, typewriter or computer keyboard to input and retrieve information for long periods of time.

APPLY: Monterey County Sheriff's Office, Human Resources

1414 Natividad Road, Salinas, CA 93906

(831) 755-3744 (831) 759-7298 (831) 796-1127

www.co.monterey.ca.us/personnel OR www.co.monterey.ca.us/sheriff OR www.joinmcsco.com

24-HOUR JOB INFORMATION LINE

(831) 755-5126
(from Salinas area)

(831) 647-7726
(from Monterey area)

COUNTY OF MONTEREY IS AN EQUAL OPPORTUNITY EMPLOYER

APPLICATION SUBMITTAL & SELECTION PROCEDURES or PROCESSES

- The selection process is tentative and applicants will be notified if changes are made.
- The competitive process includes submittal of required application materials: a completed Monterey County Application and response to the Supplemental Questions.
- Applicants who fail to complete a County Application and response to Supplemental Questions will not be considered for this position. Résumés will not be accepted in lieu of required application materials.
- All application materials must be received in the Monterey County Sheriff's Office no later than March 1, 2010, to be included in the first screening. Applications received after March 1, will be screened on a monthly basis.
- Application materials will be competitively evaluated. Those applicants who are determined to be the most appropriately qualified will be invited to participate further in the selection process. To further assess applicant's possession of required qualifications, this examination may also include an oral examination, pre-exam exercise, performance exam and/or written examination.

Applications may be obtained from and submitted to:

Monterey County Sheriff's Office-Human Resources
1414 Natividad Road, Salinas, CA 93906
Phone: 831-759-7298 or 755-3744

Our Website: www.co.monterey.ca.us/sheriff or www.joinmcsso.com

OR APPLY ON-LINE at www.co.monterey.ca.us/personnel

NOTE: If you believe you possess a disability that would require test accommodation, please call Sheriff's Human Resources at (831) 755-3744. Employment is contingent upon acceptable documentation verifying identity and authorization for employment in the United States. If you are hired into this classification, you will, as a condition of your employment have 30 days to join the union and authorize a union dues deduction or salary deduction of appropriate fee.

Pursuant to Monterey County's Veteran's Ordinance, Veterans or widows of Veterans who within the past 5 years have served on active duty for 30 or more days in (a) national or State military emergency, or (b) in a military expedition for which a medal was authorized, may be eligible for Veterans' Preference Points. To apply for this credit, veterans must submit an Application for Veterans' Preference to the Human Resource Division on or before the final filing date.

SUPPLEMENTAL QUESTIONNAIRE INSTRUCTIONS:

Responses to these Supplemental Questions must be submitted with your application materials. Invitations to participate in the Qualifications Examination will be on an evaluation of your application, the responses to these questions, and your resume (optional). Applications received without a Supplemental Questions Response **will not** be considered. A resume, letter, application, etc. will not be accepted as a substitute for a response to these questions. Please number your responses and address each question separately. Include your name and the title of the position for which you are applying at the top of each page submitted.

1. Are you willing to work in a noisy, enclosed jail environment that requires interacting with potentially hostile and sarcastic individuals, exposing you to health risks and smells associated with a jail environment, as well as exposure to anti-social inmate behavior?
☐ Yes ☐ No
2. Are you willing to walk to and from work stations, break room and restroom using walkways in sections of the Custody Operations Bureau that are also used by unescorted and escorted inmates? ☐ Yes ☐ No
3. Are you willing to handle, count and wash wet and soiled currency; and handle, inventory and store wet and soiled property retrieved from persons being booked? ☐ Yes ☐ No
4. Upon receiving a conditional job offer, are you willing to complete a thorough background investigation, which includes a voice stress analysis (similar to a polygraph examination) prior to being hired? ☐ Yes ☐ No
5. Are you willing to work flexible hours, shifts, weekends and holidays and be subject to holdover and call back duty? ☐ Yes ☐ No
6. Are you willing to wear a uniform after successfully completing the probationary period? ☐ Yes ☐ No
7. Describe the clerical or secretarial positions you have held and include information about the duties you performed working in an office environment.

COMPENSATION AND BENEFITS

Monterey County offers an excellent benefits package (J Bargaining Unit) including:

- **Health Insurance:** Flexible Benefit Allowance.
- **Life Insurance:** the County provides coverage of \$20,000 Term Life.
- **Holidays:** 10 days per year plus one floating holiday.
- **Vacation:** a maximum of 12 days per year. The rate increases after 2, 10, 18, 21 and 25 years of service.
- **Sick leave:** a maximum of 10 days per year.
- **Public Employees Retirement Plan:** 100% of PERS retirement contribution paid by the County. 2% at 55 formula.
- **Deferred Compensation:** The County has a voluntary deferred compensation program.

The Corrections Specialist classification is in Bargaining Unit J. More information regarding benefits may be obtained from our web site at www.co.monterey.ca.us/personnel. The information listed above is a general summary of benefits. This information is not legally binding, nor does it serve as a contract. The benefits listed in the Monterey County Personnel Policies and Practices Resolution or Memorandum Of Understanding for Unit J prevail over this listing. If you are hired as a temporary employee, your salary will be hourly and you will not be eligible for the benefits listed above.

LA - 01/22/10